

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, MAY 27, 2004  
8:15 A.M.**

Commissioners Present: Larry Hudkins, Vice Chair  
Bernie Heier  
Bob Workman  
Deb Schorr

Commissioners Absent: Ray Stevens, Chair

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Bruce Medcalf, County Clerk  
Trish Owen, Chief Deputy County Clerk  
Ann Taylor, County Clerk's Office

Commissioner Heier opened the meeting at 8:20 a.m.

**AGENDA ITEM**

**1 APPROVAL OF THE STAFF MEETING MINUTES OF THURSDAY, MAY 20, 2004 AND DEPARTMENT BUDGET HEARING MINUTES OF MAY 20, 2004**

**MOTION:** Workman moved and Schorr seconded approval of the Staff Meeting minutes of May 20, 2004 and Department Budget Hearing minutes of May 20, 2004. Schorr, Workman and Heier voted aye. Hudkins was absent from voting. Motion carried.

**2 ADDITIONS TO THE AGENDA**

None were stated.

**3 DISASTER RECOVERY UPDATE**

Mike Thew, Chief Deputy County Attorney, appeared and said his office was asked to draft language to waive the zoning provisions for mobile homes to allow temporary placement, up to two years, for reconstruction related to the recent tornado and storm

damage. He said the Board lacks authority to waive the statutory requirements for amending the zoning ordinance but has authority under Nebraska Revised Statute § 23-174.10 to make regulations, through resolution, as necessary or expedient to promote public health, safety and welfare. The resolution would only apply to areas outside the zoning jurisdiction of any incorporated city or village. He recommended that the Board also amend the zoning resolution to allow for waiver of provisions in the case of an emergency. They suggested that final approval be subject to and inspection by Building & Safety Department.

The Board asked the County Attorney's Office to draft a resolution for action at the June 1, 2004 Board of Commissioners Meeting, in conjunction with the Building & Safety, Planning and Health Departments.

Don Thomas, County Engineer, noted plans to close two sections of the county road system as a collection point for debris (Exhibit A). He said brush may be gathered in road ditches, thirty feet away from culverts, for pick up and hauling to the landfill.

Bruce Dart, Lincoln-Lancaster County Health Department Director, noted provisions for oversight.

Kerry Eagan, Chief Administrative Officer, said contracts for debris removal must be Federal Emergency Management Agency (FEMA) compliant for reimbursement. They will be time and material contracts and will be limited to seven days, with ten hours of work.

Vince Mejer, Purchasing Agent, said his department will seek informal bids from the snow haulers.

Gwen Thorpe, Deputy Chief Administrative Officer, reported that FEMA will open a Disaster Recovery Center in Cortland, Nebraska.

#### **4 FAMILIES FIRST & FOREMOST (F<sup>3</sup>) PROGRAM UPDATE - Sheryl Schrepf, Families First & Foremost (F<sup>3</sup>) Director**

Sheryl Schrepf, Families First & Foremost (F<sup>3</sup>) Director, presented a plan to ensure that the principles and philosophy of the System of Care (SOC) continue upon expiration of the federal grant (Exhibits B & C). She said there is approximately \$800,000 remaining and the State has asked the federal government for authorization to carry the funds over in a no-cost extension (funds must be spent by August, 2005).

Schrepf said the Office of Juvenile Services (OJS) Coordinator is a Child Guidance employee and said the position will be moved to an agency that does not perform evaluations to eliminate the perception of a conflict.

## **12 ACTION ITEMS**

- A. Authorize Purchase of Deployment Server for PeopleSoft Financial System (Exhibit D)

**MOTION:** Workman moved and Schorr seconded approval. Workman, Schorr and Heier voted aye. Hudkins was absent from voting. Motion carried.

- B. Request from Dennis Banks, Lancaster County Juvenile Detention Center Director, to Attend the 16<sup>th</sup> Annual National Juvenile Services Training Institute in Indianapolis, Indiana (June 14-16, 2004)

**MOTION:** Workman moved and Schorr seconded approval, contingent upon funding through the agency budget. Workman, Schorr and Heier voted aye. Hudkins was absent from voting. Motion carried.

## **DISCUSSION OF BOARD MEMBER MEETINGS**

- A. Nebraska Association of County Officials (NACO) Executive Branch Committee Meeting - Workman

Workman said the meeting was routine in nature.

- B. Nebraska Association of County Officials (NACO) Board of Directors Meeting - Workman

Workman said the annual convention will be held in Lincoln in 2007 and 2008. He also reported that Tim Loewenstein, a Buffalo County Commissioner, was named the representative to the National Association of County Officials (NACo).

- C. Families First & Foremost (F<sup>3</sup>) Conveners - Schorr

See Item 4.

- D. Visitors Promotion Advisory Committee (VPAC) - Schorr

Schorr reported work on the website. She also stated that she would like to see an ex-officio representative from the Restaurant Association.

**MOTION:** Workman moved and Schorr seconded to allow Commissioner Schorr to forward that suggestion to the Visitors Promotion Advisory Committee (VPAC). Workman, Schorr and Heier voted aye. Hudkins was absent from voting. Motion carried.

E. Lincoln Independent Business Association (LIBA) Monthly Meeting - Hudkins, Workman

Workman said discussion focused on the storm damage.

F. Downtown Lincoln Association (DLA) Meeting - Stevens

No report.

G. Community Mental Health Center (CMHC) Advisory Committee - Stevens

No report.

H. Lancaster Manor Advisory Committee - Hudkins

No report.

**5 COMPREHENSIVE PLAN AMENDMENT NO. 04001, NORTH 48<sup>TH</sup> STREET/UNIVERSITY PLACE PLAN** - Wynn Hjermsstad, Urban Development; Kelly Sieckmeyer, City Public Works/Utilities; Stephen Henrichsen, Planning Department

Wynn Hjermsstad, Urban Development, and Kelly Sieckmeyer, City Public Works/Utilities, gave an overview of Comprehensive Plan Amendment No. 04001, a request from the Urban Development Department and City Public Works/Utilities to amend the 2025 Lincoln-Lancaster County Comprehensive Plan, by adopting the "North 48<sup>th</sup> Street, University Place Plan: Neighborhood Revitalization & Transportation Analysis, 2004" as an approved subarea plan and to amend the land use plan accordingly, on property between North 56<sup>th</sup> and North 56<sup>th</sup> Streets, from Francis Street north to Adams Street (see agenda packet). Hjermsstad said financing will be through Tax Incremental Financing (TIF).

**RETURNING TO ITEM 3**

Eagan presented a document from the Nebraska Department of Environmental Quality which provides guidance for cleanup following tornadoes and severe storms (Exhibit E).

It was noted that information will be distributed on-site and on the County's website.

**6 COUNTY SPECIAL PERMIT NO. 207 AND PRELIMINARY PLAT NO. 03010, OAK PRAIRIE COMMUNITY UNIT PLAN, NORTHWEST 140<sup>TH</sup> STREET AND WEST HOLDREGE STREET** - Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, gave an overview of County Special Permit No. 207 and Preliminary Plat No. 03010, a community unit plan and preliminary plat for nine acreage residential units southeast of the intersection of Northwest 140<sup>th</sup> Street and West Holdrege Street (Exhibit F).

**7 OLD MORTGAGE BOOKS** - Scott Gaines, Chief Administrative Deputy Assessor/Register of Deeds; Brian Pillard, Records & Information Manager

Scott Gaines, Chief Administrative Deputy Assessor/Register of Deeds, said he contacted the Nebraska Historical Society; Ed Zimmer, historic preservationist; and Jim McKee, historian, on the appropriateness of retaining a sampling of the old mortgage books for historical purposes. McKee indicated potential interest in the books.

Brian Pillard, Records & Information Manager, said the State Archives objects to the suggestion of making public records available to a private entity.

**MOTION:** Schorr moved and Workman seconded to: 1) Allow Jim McKee, historian, to view the old mortgage books; and 2) Request a legal opinion on the matter. Workman, Schorr and Heier voted aye. Motion carried.

**8 BOARD OF EQUALIZATION PROTEST UPDATE: A) PROJECTIONS; B) REFEREE CONTRACT WITH GREAT PLAINS APPRAISAL CO.; AND 3) COUNTY CLERK'S REQUEST FOR TEMPORARY EMPLOYEE** - Trish Owen, Chief Deputy County Clerk

**A) Projections**

Trish Owen, Chief Deputy County Clerk, said 2,000 to 3,500 property valuations protests are projected.

**B) Referee Contract with Great Plains Appraisal Co.**

Owen said this year's contract is nearly identical to last year's, including a cap of \$96,000.

### **C) County Clerk's Request for a Temporary Employee**

Owen requested authorization to hire a temporary employee (Records Specialist I) to assist with the property valuation protest process. Funding will be through the Board of Equalization budget.

**MOTION:** Workman moved and Schorr seconded approval of the request. Workman, Schorr and Heier voted aye. Hudkins was absent from voting. Motion carried.

#### **9 MOSQUITO UPDATE** - John Chess, Lincoln-Lancaster County Health Department

John Chess, Lincoln-Lancaster County Health Department, presented a proposal for a mosquito control program in populated rural areas, including an estimate of \$10,600 for a Ultra Low Volume (ULV) sprayer (Exhibit G).

Board consensus was to explore whether FEMA and the cities/villages will assist with costs.

**EXECUTIVE SESSION (LABOR NEGOTIATIONS)** - Don Taute, Personnel Director; John Cripe, Classification and Pay Manager; Tom Fox, Deputy County Attorney

**MOTION:** Schorr moved and Workman seconded to enter Executive Session at 10:53 a.m. for discussion of labor negotiations. Workman, Schorr and Heier voted aye. Hudkins was absent from voting. Motion carried.

**MOTION:** Schorr moved and Workman seconded to exit Executive Session at 11:17 a.m. Workman, Schorr and Heier voted aye. Hudkins was absent from voting. Motion carried.

#### **ADMINISTRATIVE OFFICER REPORT**

B. Disaster Relief for County Employees Living in Hallam, Nebraska (Exhibit H)

General discussion with Don Taute, Personnel Director; and Cori Beattie, County Board Administrative Secretary, regarding: 1) A proposal that the City and County establish leave banks for employees directly impacted by the recent tornado, similar to the catastrophic illness leave bank; 2) A proposal that the County Commissioner's Office accept cash donations for county employees directly impacted by the recent tornado, to

be divided equally among those employees; and 3) A proposal that a mechanism be developed to allow employees to take administrative leave in the future, with or without pay, in situations where the Governor has declared a state of emergency.

Workman suggested that the leave bank only apply to employees not compensated by insurance for lost wages.

**MOTION:** Schorr moved and Workman seconded to: 1) Authorize Don Taute, Personnel Director, to draft a plan to allow county employees to donate personal leave hours to a leave bank for employees who directly suffered a loss of property during the recent tornado and storm; and 2) Direct Cori Beattie, County Board Administrative Secretary, to contact department heads and request the names of employees who directly suffered a loss of property during the recent tornado and storm. Workman, Schorr and Heier voted aye. Hudkins was absent from voting. Motion carried.

The Board asked Beattie to coordinate a fund for cash donations with the department heads.

Hudkins arrived at 11:34 a.m.

**10 RURAL/URBAN ROAD TRANSITION AND RURAL SUBDIVISION PAVING** - Roger Figard, City Engineer; Don Thomas, County Engineer; Rick Peo, Assistant City Attorney

Roger Figard, City Engineer, distributed the following: 1) A map of future urban growth areas; 2) A section of the Street, Roads and Trails (SRT) Committee Interim Report addressing Rural-to-Urban Transition for Streets (RUTS); and 3) A memorandum, dated February 10, 2003, from Figard to the City Council and Planning Commission, explaining the differences in function and purpose between urban and rural transportation systems/environments (Exhibits I, J & K).

Figard explained that urban public street design standards currently apply to public streets located within the city or an area to be annexed upon subdivision approval and proposed that they be extended to Tier I. He said the rural public street design standards apply to public streets located outside the city, but within the zoning jurisdiction of the city, and in areas that will not be annexed upon subdivision approval and proposed that they be revised to apply to Tiers II and III and to require concrete pavement, such as the transition on mile line roads.

Figard also addressed paving of existing rural subdivision roads, using Clarendon Hills and the proposed annexation and development of Lot 48 as an example (see Exhibit L). He asked that consideration be given to changing County Resolution No. 98-1115 (In the Matter of Amending Minimum Road Standards of Platted and Dedicated Roads) and County Resolution No. 01-23 (Criteria for Paving Existing Subdivision Roads at the Homeowners' Expense) so that the urban design standards apply to existing rural subdivisions in Tier I.

Don Thomas, County Engineer, said rural roads are higher than urban sections and said he does not support going back into rural subdivisions and putting urban section in.

Figard suggested a transition between full urban and rural section to incorporate concrete curb and gutter section and to "blend into what's there".

Thomas said one option would be to have rural two-lane roadways in Tiers II and III with concrete, instead of asphalt, that are set to the appropriate grade line.

Schorr inquired about the cost to lot owners.

Figard said estimates are not complete.

Heier suggested allowing an increase in density to offset the cost of paving.

**11 EXECUTIVE SESSION (LABOR NEGOTIATIONS)** - Don Taute, Personnel Director; John Cripe, Classification and Pay Manager; Tom Fox, Deputy County Attorney

Item moved forward on the agenda.

**12 ACTION ITEMS**

- A. Authorize Purchase of Deployment Server for PeopleSoft Financial System (Exhibit D)
- B. Request from Dennis Banks, Lancaster County Juvenile Detention Center Director, to Attend the 16<sup>th</sup> Annual National Juvenile Services Training Institute in Indianapolis, Indiana (June 14-16, 2004)

Items A-B were moved forward on the agenda.

**13 ADMINISTRATIVE OFFICER REPORT**

- A. Revised Letter of Termination (Jail Interlocal Agreement)

**MOTION:** Schorr moved and Workman seconded to delay action until the Chair returns. Hudkins, Workman, Schorr and Heier voted aye. Motion carried.

B. Disaster Relief for County Employees Living in Hallam, Nebraska

Item moved forward on the agenda.

#### **14 DISCUSSION OF BOARD MEMBER MEETINGS**

- A. Nebraska Association of County Officials (NACO) Executive Branch Committee Meeting - Workman
- B. Nebraska Association of County Officials (NACO) Board of Directors Meeting - Workman
- C. Families First & Foremost (F<sup>3</sup>) Conveners - Schorr
- D. Visitors Promotion Advisory Committee (VPAC) - Schorr
- E. Lincoln Independent Business Association (LIBA) Monthly Meeting - Hudkins, Workman
- F. Downtown Lincoln Association (DLA) Meeting - Stevens
- G. Community Mental Health Center (CMHC) Advisory Committee - Stevens
- H. Lancaster Manor Advisory Committee - Hudkins

Items A-H were moved forward on the agenda.

#### **15 ADJOURNMENT**

**MOTION:** Workman moved and Schorr seconded to adjourn the meeting at 12:11 p.m. Hudkins, Workman, Schorr and Heier voted aye. Motion carried.

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Bruce Medcalf  
Lancaster County Clerk